



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON DC 20374-5066

IN REPLY REFER TO

JAGINST 1440.1D
Code 004-CMC

JUL 11 2006

JAG INSTRUCTION 1440.1D

From: Judge Advocate General
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)
Subj: LEGALMAN (LN) RATING ACCESSION/CONVERSION PROCEDURES
Ref: (a) BUPERSINST 1430.16E, Advancement Manual
(b) NAVMED P-117
(c) MILPERSMAN 1440-040
(d) BUPERSINST 1001.39E
(e) OPNAVINST 1740.4B

Encl: (1) Legalman Conversion Package, Report of Interview

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for E-4 and E-5 personnel to access or convert to the Legalman rating.

2. Cancellation. JAGINST 1440.1C.

3. Background

a. The JAG Corps selects, develops, and retains a diverse force of mature, intelligent, and challenge-seeking Legalmen. Legalmen acquire knowledge and expertise regarding military and civilian legal systems and substantive and procedural law, which qualify them to perform paralegal duties under the supervision of an attorney. They receive extensive training in military justice, including court-martial procedure and nonjudicial punishment, legal assistance, administrative and civil law, operational law, and procedural law. Under the supervision of judge advocates and civilian attorneys, Legalmen work in a variety of assignments to include Naval Legal Service Offices (NLSOs); Region Legal Service Offices (RLSOs); Fleet and Staff Judge Advocate Offices; and afloat commands. Experienced Legalmen may be assigned as an Independent Duty Legalman at commands both ashore and at sea.

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b. The knowledge, skills, and abilities required of a Legalman include: provision of legal services in areas of landlord/tenant, estate planning, powers of attorney, immigration and naturalization, tax and family law, investigations, and military justice. These subject areas include drafting and reviewing documents for attorney review and signature. Military justice duties include preparation of records and hearings, investigations, courts-martial, courts of inquiry, and the coordination of nonjudicial punishment hearings. Legalmen also act as paralegals for both trial and defense counsel and may serve as recorders in administrative separation proceedings.

4. Legalman Rating Eligibility. References (a) through (e) apply.

a. Applicants must be enlisted members of the Regular Navy or Navy Reserve on active duty with less than 10 years of active service. (Note: All applicants must be within the Navy's high year tenure policy.)

b. Conversion applicants must be E-5 or E-4 fully eligible for E-5 or a reservist accessioned through the Advanced Pay Grade Program.

c. Applicants must have a minimum 36 months obligated service remaining on current enlistment from date of completion of the Legalman Accession Course (see paragraph 5e) or request a waiver of the 36 month required obligation when submitting their request for conversion.

d. Applicants on an enlistment or extension of enlistment for a Selective Reenlistment Bonus will not normally be considered for conversion to the Legalman rating until they are within nine months of their End of Active Obligated Service (EAOS).

e. Obligated service already incurred in return for an enlistment or reenlistment incentive, training, or other program must be served before conversion to the Legalman rating will be authorized. Exceptions will be considered based on the needs of the Legalman rating.

f. Applicants must be able to accurately type 40 words per minute.

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g. Applicants must have the general administrative knowledge and skills required of an E-4 in an administrative rating either by virtue of coming from an administrative type rating such as Yeoman, or, in the case of a naval reserve candidate, be able to show the prerequisite administrative skills and knowledge through related civilian experience.

(1) All applicants must complete the following mandatory courses via Navy E-Learning:

- (a) Administrative Office Operations (002A001).
- (b) Directives Maintenance (002DM01).
- (c) Endorsements to Standard Navy Letters (002ES01).
- (d) General Admin Naval Messages (002GN01).
- (e) Memoranda (002MM01).
- (f) Office Files (002OF01).
- (g) Standard Naval Letter (002SN01).
- (h) Grammar Skills: An Introduction to Grammar.
- (i) Grammar Skills: Effective Writing (45105).
- (j) Grammar Skills: Punctuation, Mechanics, and Spelling

(2) These courses are highly recommended:

- (a) Microsoft Office 2000 - Beginning Word (110946_ENG).
- (b) Using the Computer and Managing Files (116322_ENG).
- (c) Organizational Skills: Managing Information (43001).
- (d) Organizational Skills: Time Management (43004).
- (e) Administrative Assistant Skills (43301).

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(f) Interpersonal Communication: Telephone Skills
(44033).

Reserve candidates may provide evidence of required civilian administrative and legal skills in the conversion package that will satisfy the requirements of paragraph (g)(1) (a) through (j).

h. Applicants must be free of speech and hearing impairments.

i. Applicants must not have a nonjudicial punishment, court-martial, or civilian conviction within 36 months of the date of application.

j. Applicants must have no record of alcohol or drug abuse within 36 months of the date of application.

k. Applicants must prepare a handwritten statement explaining why they desire conversion to the Legalman rating. The statement must not exceed one page in length. Enclosure (1) will be utilized to document the screening and interview of the candidate.

l. Applicants must be interviewed by a senior Legalman in the Navy Region where the applicant is stationed. Navy Reserve applicants may be interviewed by the senior Legalman (E-7 or above) at their cognizant Navy Reserve Readiness Command (REDCOM). Enclosure (1) will also be completed by Reserve applicants.

m. Applicants must be eligible for a Secret security clearance.

n. Applicants must have a VE + MK combined score of 110 on the ASVAB (minimum VE of 53).

o. Applicants must successfully complete the Legalman Accession Course at Naval Justice School. Applicants who do not successfully complete the Legalman Accession Course will be returned to their previous rating.

p. Conversion applicants must complete at least six (6) semester hours of college, to include at a minimum, English Composition I and II.

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q. All applicants must be within the Navy's Physical Fitness Standards and have passed their last three consecutive Physical Fitness Assessments (PFAs).

r. All applicants must be worldwide deployable per reference (e). A Dependency Care Certificate must be attached with the application package if applicable.

s. Personnel accepted for conversion must waive participation in the Navy-Wide Advancement Examination until they have completed the LN Accession Course.

5. Application and Designation Procedures

a. Applications will be accepted on a year-round basis.

b. All applicants must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to Navy Personnel Command (PERS 4811) via:

(1) Their commanding officer;

(2) Senior Legalman in the Navy Region where the Sailor requesting conversion is stationed; and

(3) Judge Advocate General of the Navy (Code 004).

c. All portions of the application must be completed. Upon successful completion of the Legalman Accession Course, applicants will change rating to Legalman Third Class or Legalman Second Class as applicable. The following documents must be forwarded to PERS 4811, via the NAVPERS 1306/7, to facilitate rate conversion:

(1) Copies of last three performance evaluations; and

(2) The Report of Interview as shown in enclosure (1) to be completed by a senior Legalman in the Navy Region where the applicant is stationed or REDCOM (Navy Reserve Applicants only). The report of interview will include:

(a) A copy of the Typing Performance Test signed by the person who administered it and indicating number of words-per-minute typed (typing tests administered through computer

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software programs, or typing programs/tests accessed through the Internet, will not be accepted);

(b) The candidate's handwritten statement explaining why he or she wants to become a Legalman;

(c) A certified copy of the applicant's latest ASVAB scores as documented in the service record;

(d) Hearing test documentation indicating the candidate satisfactorily passed the test administered per reference (c);

(e) A statement from the Command Financial Specialist stating the applicant does not have any recent history of indebtedness or substantial financial issues;

(f) A current copy of the member's most current Dependency Care Certificate (if applicable);

(g) A copy of the last three PRTs and PFAs as reported in PRIMs; and

(h) A copy of all college transcripts (a copy of the member's SMART transcript will suffice provided that all college courses completed are listed).

(i) Reserve candidates must submit a civilian resume that specifies related legal and administrative experience that supports their application.

d. PERS 4811 will notify applicants selected to enter the Legalman rating. They will be designated a prospective Legalman and assigned Navy Enlisted Classification (NEC) 3499 until they have completed the Legalman Accession Course and their rating changes to Legalman.

e. Following notification of selection, selectees shall contact the Legalman detailer to negotiate orders for duty in a Legalman billet.

f. All selectees will execute an Administrative Remarks Page 13 (NAVPERS 1070/613) entry stating they understand that failure to complete the Legalman Accession Course will result in cancellation of their orders and preclude accession/conversion into the Legalman rating. All applicants must have a minimum 36

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months of obligated service remaining on their current enlistment from date of completion of the Legalman Accession Course. Careerists must follow obligated service requirements contained in reference (a) before transfer to Naval Justice School for attendance at the Legalman Accession Course. First-term personnel will extend to their Legalman Accession Course graduation date and agree to reenlist upon graduation.

g. Commanding Officer, Naval Justice School is authorized to change the rating to Legalman of selectees provided they successfully complete the Legalman Accession Course and their change in rating requests have been approved by Commander, Navy Personnel Command (PERS 4811). First-term personnel will then be required to reenlist.

h. Current projected rotation dates of individuals selected may be adjusted by Navy Personnel Command.

i. All requests for an eligibility waiver should be addressed in the commanding officer's endorsement.

6. Reversion. Reference (c) provides guidance and procedures for No Fault Reversion to Former Rating for members who are experiencing a limiting deficiency that was not apparent at the time of request for conversion in rating.

7. Point of Contact. Address questions pertaining to application procedures, the selection process, or career opportunities in the Legalman rating to the Senior Enlisted Advisor for the Judge Advocate General of the Navy, Code 004, commercial (202) 685-5194 (DSN 325).


J. E. MCPHERSON

Distribution:

SNDL Parts 1 and 2

PERS 811E

PERS 405CG

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LEGALMAN CONVERSION PACKAGE

REPORT OF INTERVIEW

Candidate's rate and name:

Candidate's duty station, phone number, and email address:

Interviewer's rate and name:

Interviewer's duty station, phone number, and e-mail address:

- Encl:
- (1) Copy of college transcripts
 - (2) Copy of service record, NAVPERS 1070/604 (Page 4)
 - (3) Handwritten statement of SNM
 - (4) Hearing Test results (NAVMED P-117)
 - (5) Typing performance test (the graded performance test)
 - (6) Statement from Command Financial Specialist
 - (7) Copy of the member's most current Dependency Care Certificate (if applicable)
 - (8) Copy of the last three Physical Fitness Assessments

1. Candidate enlisted in the Navy on _____ for a period of _____ years. He/She holds a _____ clearance.
2. History of assignments and dates:
3. Military experience and training in administrative and/or clerical duties (include dates):
4. Civilian experience and training in administrative and/or clerical duties (include dates):
5. Navy E-Learning courses completed:
6. Other military education completed (with dates):
7. Civilian education, with dates [attach college transcripts as enclosure (1)].
8. ASVAB scores: [Attach enclosure (2)].

Encl (1)

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9. Can the candidate convey ideas clearly, both orally and in writing? [The candidate should write a one-page statement, in the presence of the interviewer, discussing why he/she would like to convert to Legalman. (Attach the statement as enclosure (3))].
10. Does the candidate have a speech or hearing impediment? [Attach hearing test results as enclosure (4)].
11. Typing test given on _____ by _____; results: words per minute _____, verified by _____. [Attach typing test results as enclosure (5)].
12. Does the candidate have the general administrative knowledge and skills required of an E-4 in an administrative rating?
13. Does the service record or input from member's Command Master Chief (CMC) or Senior Enlisted Advisor indicate:
 - a. Any problems in meeting financial obligations within the past 36 months? [Attach statement from Command Financial Specialist as enclosure (6)].
 - b. Any alcohol or drug abuse in the past 36 months?
 - c. Any civilian convictions, courts-martial, or non-judicial punishments in the past 36 months?
14. Is the candidate currently worldwide deployable? [Attach the Dependency Care Certificate, if applicable, as enclosure (7)].
15. Does the candidate meet the Navy's current physical readiness standards? [Attach last three PFAs and PRTs as noted on Physical Readiness Information Management System (PRIMS) as enclosure (8)].
16. Comment on pertinent information contained in candidate's entire service record.
17. Is the candidate receiving (or did the candidate recently receive) any on-the-job legal training? If so, describe.

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Encl (1)

18. Describe/list the candidate's computer skills (hardware and software applications). Please note proficiency with Microsoft Windows and Microsoft Word programs is essential.

19. Does the candidate present a sharp military appearance?

20. Describe the candidate's demeanor during the interview - motivation, attitude, and initiative.

21. Petty Officer _____ is/is not qualified for conversion. (Provide the reasons).

22. I do/do not recommend Petty Officer _____ for conversion to Legalman (explain why/why not).

Interviewer's name, rate

Copy to: (w/o encls)
Senior Enlisted Advisor (004)
Office of the Judge Advocate General
1322 Patterson Avenue, SE, Suite 3000
Washington Navy Yard, DC 20374-5066

Encl (1)